

GUIDELINE 2-8 ABSENCE

BILLING FOR DAYS OF ABSENCE FROM COMMUNITY LIVING SUPPORTS

1. A day of absence is defined as the period of time a person is away from their community living setting for 24 or more consecutive hours.
2. The provider should bill for the day the person departs from the residential program.
3. The provider does NOT bill for the day the person returns, unless the person returns prior to the initial time of departure.
4. The provider should document the time the person departed and returned in the absentee log.

Examples:

- a. A person leaves on Friday at 3 p.m. and returns Saturday at 2 p.m. No absence is counted since the person was gone less than 24 consecutive hours.

Fri	Sat
Jan 27	Jan 28
Departs 3 pm	Returns 2 pm
Present	Present (because the return was prior to 3 pm)

- b. A person leaves Friday at 2 p.m. and returns Saturday at 6 p.m. One day of absence is counted for Saturday, but the person is counted present for Friday.

Fri	Sat
Jan 27	Jan 28
Departs 2 pm	Returns 6 pm
Present	Absent (because the return was after 2 pm)

- c. A person leaves on Friday, January 27, at 1 p.m. and returns on Thursday, February 2, at 10 a.m. There are five days of absence, and the person is shown as present on February 2, as the return was prior to 1 p.m.

Fri	Sat	Sun	Mon	Tues	Wed	Thurs
Jan 27	Jan 28	Jan 29	Jan 30	Jan 31	Feb 1	Feb 2
departs 1 pm	absent after 1 pm	absent after 1 pm	absent after 1 pm	absent after 1 pm	absent after 1 pm	returns 10 am
Present	Absent	Absent	Absent	Absent	Absent	Present